



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #31/04

September 3, 2004

TO: Personnel Commission
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

The items listed below are tentatively scheduled for the Personnel Commission meeting on October 1, 2004. This meeting will be held in the Grant Sawyer Building, Room 4412, 555 East Washington Avenue, Las Vegas. This meeting will also have a video conference to the Legislative Building, Room 4100, 401 South Carson Street, Carson City.

- I. Call to Order – 8:00 a.m.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV. *Proposed Temporary Regulation Changes to Nevada Administrative Code, Chapter 284

NEW SECTION Issuing specificity of charges following termination of employment with the appointing authority

NAC 284.182	Adjustment and retention of pay progression date; restoration of date of appointment and pay progression date
NAC 284.210	Differential rate of pay for qualifying shifts
NAC 284.282	Longevity pay: Particular circumstances
NAC 284.490	Reimbursement or prepayment for training or education
NAC 284.5405	Annual leave: Credit upon reinstatement, rehiring, reemployment or transfer
NAC 284.632	Layoffs: Calculation of seniority

V. *Classes Subject to Pre-employment Screening of Controlled Substances

Department of Public Safety (select positions only)

Data Processing Manager

Accountant Technician

Information Systems Specialist II, III and IV

Computer Systems Programmer III and IV

Computer Network Specialist II and III

Computer Network Technician II

Computer Operations Supervisor II

Computer Systems Technician IV

VI. *Approval of Proposed Class Specifications

Deputy Administrator, Health

VII. *Approval of Occupational Group Study Revised Class Specifications

A. Engineering & Allied occupational group

1 Engineering subgroup

- a. Chief Engineer, Plant Operations
- b. Supervisor III, II, I, Associate Engineer series
- c. Professional Engineer series
- d. Administrator II & I, Registered Professional Engineer

2 Environmental & Land Use Services subgroup

- a. Professional Land Surveyor

B. Fiscal Management & Staff Services occupational group

1 Electronic Data Processing subgroup

- a. Database Administrator series

Requires Personnel Commission approval of pre-employment screening for controlled substances for select positions located within the Department of Public Safety

C. Mechanical & Construction occupational group

1. Semi-Skilled General Labor subgroup
 - a. Maintenance Repair Aid series
 - b. Maintenance Repair Worker series
2. Facility & Grounds Management subgroup
 - a. Facility Supervisor series
 - b. Grounds Supervisor series
3. Buildings & Grounds Maintenance subgroup
 - a. Grounds Maintenance Worker series
 - b. Facility Attendant

Requires Personnel Commission approval of pre-employment screening for controlled substances for all positions located within the Fire Science Academy

4. Graphics, Printing & Reproduction
 - a. Photographic Lab Technician series

D. Social Services & Rehabilitation occupational group

1. Employment Security Claims, Examination & Placement subgroup
 - a. Deputy Administrator, DETR
 - b. DETR Business Process Analyst series
2. Rehabilitation subgroup
 - a. Rehabilitation Chief series
 - b. Rehabilitation Manager series

VIII. *Social Services & Rehabilitation Occupational Study Classification Appeals

- A. Todd Butterworth, Social Services Chief II
Department of Human Resources, Office of Disability Services

IX. Uncontested Classification Action Report

X. Special Reports

XI. Comments by the General Public

Select Date for Next Meeting

*Adjournment

** Indicates item will be voted on by the Personnel Commission*

NOTE: The agenda items may be heard in a different order than listed, at the discretion of the Chair.

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact the Nevada State Department of Personnel at (775) 684-0119.

NOTE: We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Rachel Baker at (775) 684-0110 no later than five working days prior to the meeting.

JG:sq